



Manitoba Keewatinowí Okimakanak Inc.

Head Office

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HEALTH BENEFITS ANALYST NIHB PROGRAM Winnipeg Sub-Office Permanent Full time

Are you an experienced **Administrative Professional** who is intrigued by the opportunity to work within a newly transitioned Health Benefits Program for Indigenous Manitobans?

If so, **let's talk!**

Your opportunity:

- You will process Non-Insured Health Benefit (NIHB) decisions and payments to eligible clients and service providers.
- You will work as part of a team with others like yourself who are dedicated to work which has real value and meaning in the lives of Indigenous people in Manitoba.
- You will apply your skills, talents, and passion for the benefit of others.
- You will enjoy the satisfaction that comes from knowing your work is much more than just a job.

As the Health Benefits Analyst, you will:

- Review and process requests for accuracy and eligibility.
- Audit accounts to verify costs and benefit eligibility in preparation for payment.
- Answer provider and client questions and billing inquiries.
- Maintain and update data bases and case files.
- Assist the Program Manager in supporting service agreements and funding tendering process.

You bring:

- Excellent organization skills and the ability to set priorities
- Strong initiative and the ability to work independently while functioning as part of a team.
- Minimum 1-2 years of experience in an office/administrative environment.
- Proficient computer skills including: MS Office; Internet; Word and E-mail.
- Post-secondary education in an administrative field or equivalent.
- A sensitivity and understanding of culture, language and issues relevant to Indigenous communities
- Current and satisfactory background check with security clearance to work with vulnerable clients

If this sounds like the right fit for you, please email your resume and cover letter by **12:00PM April 3rd, 2018** to:

Oliver Veullot, HR Coordinator
Email: oliver.veullot@mkonorth.com

Incorporated in 1981 as the Manitoba Keewatinowí Okimakanak (MKO)¹, MKO is a non-profit, political advocacy organization that provides a collective voice on issues of inherent, Treaty, aboriginal and human rights for the citizens of the 30 sovereign First Nations we represent. The MKO First Nations are signatory to Treaties 4, 5, 6 and